

**SUGAR CITY PLANNING & ZONING MEETING MINUTES**  
**REGULAR MEETING - THURSDAY May 7, 2020**  
**Meeting held electronically via ZOOM**

**Commissioners in attendance (via ZOOM):** Dave Thompson, Paul Jeppson, Christine Lines, Tyler Hoopes, Dan Mecham  
**Others in attendance (via ZOOM):** P&Z Administrator Quinton Owens, City Attorney Chase Hendricks

**7:29 P.M.** The meeting was called to order by: Chairman Dave Thompson

**Opportunity for Public Comment:** None

**Report from P&Z Chairman & Administrator:** Public hearings that were scheduled for April 30<sup>th</sup> were rescheduled to May 20<sup>th</sup> because of incorrect posting in newspaper. With the approval of the Larsen Estate final plat, Top Notch Jerky will soon start construction. Vaughn Price's townhome/apartment project on 3<sup>rd</sup> West is interested in subdividing the townhomes into individual lots and may come before P&Z soon as a preliminary plat. The P&Z chair added that two other developers may come forward this summer with new development opportunities.

**7:38 Discussion on Comprehensive Plan - Action Item**

Comprehensive plan is due to be updated this year and address areas of concern for changes and defining current issues such as annexation, open space, land use, and impact area. Principles, goals, and objectives are the focus of each section identified for discussion tonight. The census data can be added when it becomes available, but desired changes can be made ahead of getting the census results.

The comprehensive plan could look more professional and have more public interest that would help heal the city by doing the following.

- Improve the appearance of the Comprehensive plan
- Include pictures of citizens (possible drone photo of citizens gathered for Sugar City Days)
- Add quotes from citizens
- Not just tack on changes and important moments, but write them into the Comprehensive Plan.

What does P&Z need to be aware of in each of the sections that apply to their responsibility? The following items from each section were identified for added focus in updating the Comprehensive Plan.

Section 1: Objectives – 1, 7 (ex. add Alternate Transportation Plan), 8, 10, 13.

Section 5: Goals – retain small town family focused character is repeated throughout the plan.

Objectives – 1, 2, 3, 4, 5, 6, 7, 8, & 11

Section 6: Goal: How does P&Z apply "judicious use of land and management of growth"? The commission functions as a recommending body, and as such is to exercise due diligence in preparing recommendations to city council without several open concerns.

Objectives: All objectives are pertinent to P&Z's purview. Refer to objective 3 in upcoming discussion of open space. Mitigate impacts of industrial and heavy impact uses to adjacent lighter uses (10). Developers work in partnership with the city (4). Ensure compatibility of adjacent uses.

Section 8: This section needs to be updated with consideration of current and potential developments.

Objectives: Alternate transportation plan should be added to the plan update (1&2). Update or remove the table for street widths in section 8 as it is already in city code and has recently changed. The table will need to meet state and Federal requirements. Objective 10 on deviation of the street grid system has been discussed in the past.

**Section 10:** Objectives – 2, 3, 4, 7. In relation to recreational uses with adjacent uses, what is meant by "foster complementation rather than competition" (8)? Are activities in parks competing with each other or adjacent uses or competing with adjacent communities? Fewer larger parks are easier to maintain and are more useful than several smaller parks. "Linear park" is utilized for walking paths or similar uses.

**Section 12:** Not greatly related to P&Z duties, but it would be beneficial to have a city historian or committee to preserve the historical heritage of Sugar City and may be partially included in plan.

**Section 13:** Objectives – 1, 2, 3, 4, 8, 9, 10, 12, 13, 15, 16. (2 is design review). Lighting ordinance (10) may become increasingly important for preserving night sky and nuisance problems. Public safety should also be considered in appropriate locations. Possibly look at larger cities who have likely already dealt with lighting issues that have come with growth. Lighted signs should also be included with lighting ordinance. Screening unsightly items (13) is somewhat ambiguous and may have more detail added. A city theme, if desired, would stem from a proposed survey of citizens.

**Section 14:** All sections involve P&Z.

The impression was given from various residents of the Salem area that they would like to maintain a separate uniqueness but are not totally against being in the impact area. Conditions specific to the Salem area, based on input from that area, could be broken out in city code for impact areas. With some development going on citizens in Salem do see some benefit of being in the impact area for better controls. It would also be expected that a P&Z commissioner be selected from the Salem area for representation.

Various sections will be assigned for individual review and follow up reports.

A need for a community survey was expressed by the commission for a more current analysis of citizens' interests. The city attorney is to be consulted regarding surveying the community.

#### **8:52 Discussion on Annexation of properties near intersection of Moody Rd and Yellowstone Hwy. – Action Item**

This annexation was presented early in 2019 and has been on hold due to other development activities. The annexation effect on potentially expanding the impact area was also in need of review. To make for a smoother transition from public hearing to city council, the P&Z Administrator will look to review the annexation in relation to impact area for better direction going into the public hearing.

#### **9:16 Review minutes from April meetings and public hearings**

Several corrections were discussed but not all have been added to the draft. Discussion made about possibly getting a secretary position to take minutes and allow the P&Z Administrator to be more attentive to meeting discussions.

#### **P&Z Minutes - Action Item**

**Motion by:** Commissioner Jeppson for any remaining corrections from commissioners to be submitted and then approve the updated draft of minutes electronically and then ratified at next meeting

**Seconded by:** Commissioner Mecham

**Voting was unanimous, motion carried.**

**Motion to adjourn:** Commissioner Mecham

**Motion seconded:** Commissioner Jeppson

**Voting was unanimous, motion carried.** Meeting adjourned at 9:34.